

# PowerPoint 2007

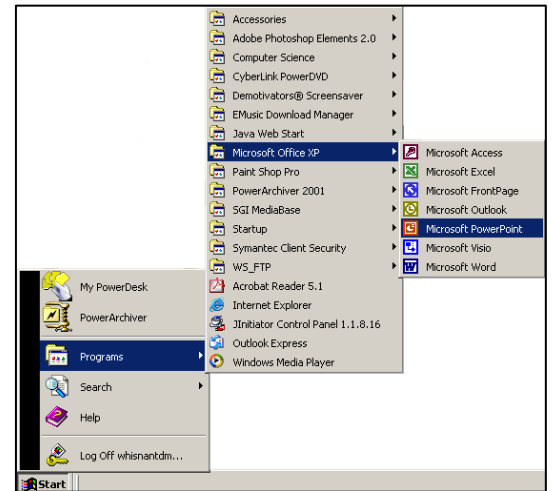
## Lesson 1: Getting Started

Anyone who is in a professional position will make presentations at one time or another. With the advent of fairly cheap and mobile LCD projectors, presentations frequently are augmented by computer displays. The industry standard in presentation software is Microsoft PowerPoint, the subject of these lessons.

### Opening PowerPoint

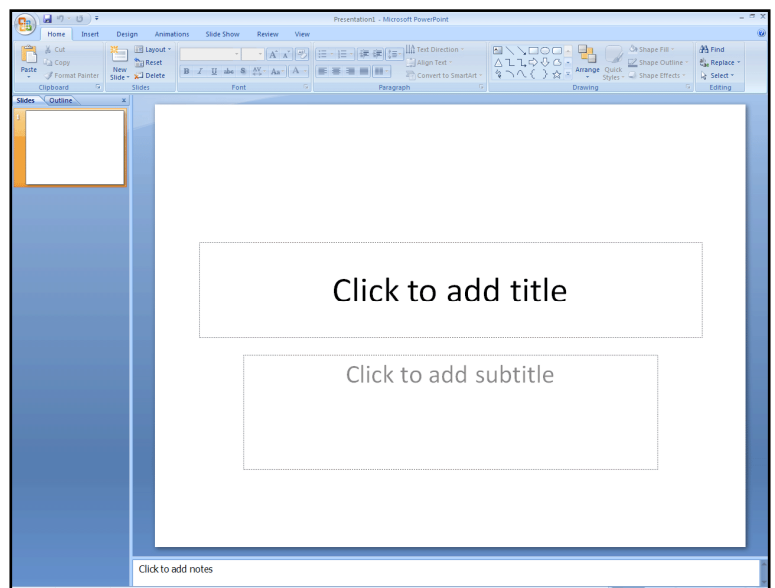
To open PowerPoint, click on **Start** at the bottom of the screen and look in the group of **Microsoft Office Programs** for **PowerPoint**.

Click on **Microsoft PowerPoint**.



### Opening a Blank Presentation

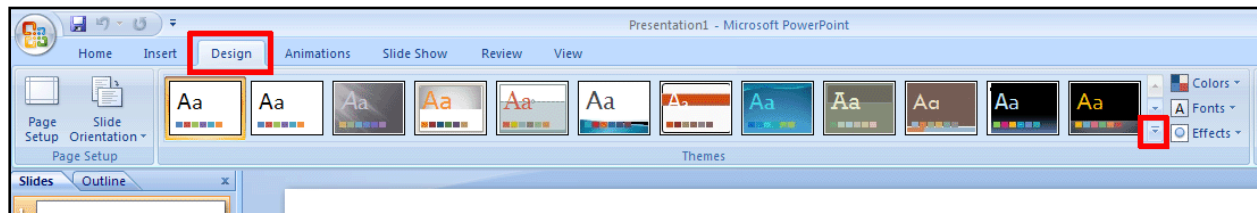
When PowerPoint has loaded, you will see a blank presentation on the screen. The first slide will be title slide



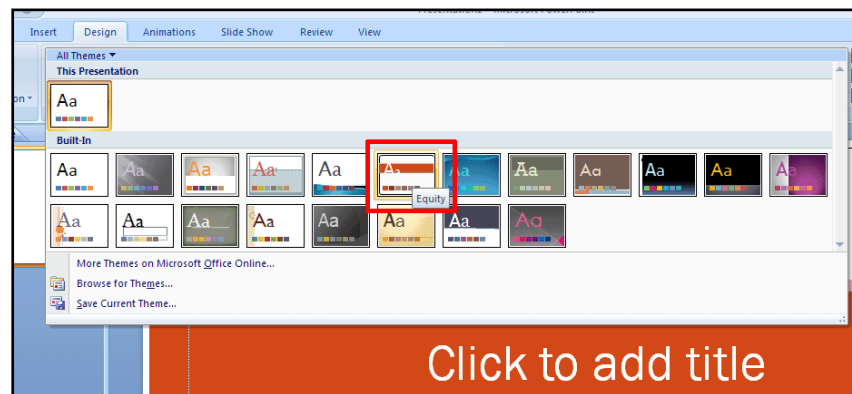
## Design Templates

PowerPoint furnishes several design templates to produce attractive slides. Although you can create your own design for the slides, design templates are a convenient way to create them quickly. Let's use one for this set of slides.

Click on the **Design** tab and then on the **More** arrow in the **Themes** section.



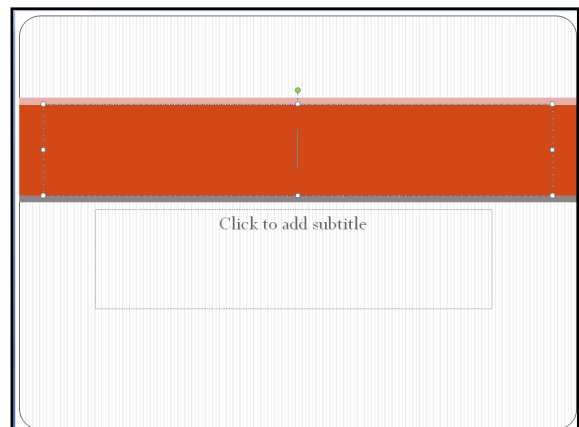
For this example, I chose the **Equity** design template.



## Adding Text

In this lesson we will assume that you are a student in a Biology class making a presentation on a research project in which you studied the possibility that dissolved metals may be killing fish in a lake. You have decided to call the project "Toxicity of Metals in Lake Water." You want to create a few slides to use as an aid during your presentation.

Click on the text box indicated by "Click to add title." The selected box will be shaded around its borders and contain a blinking cursor.

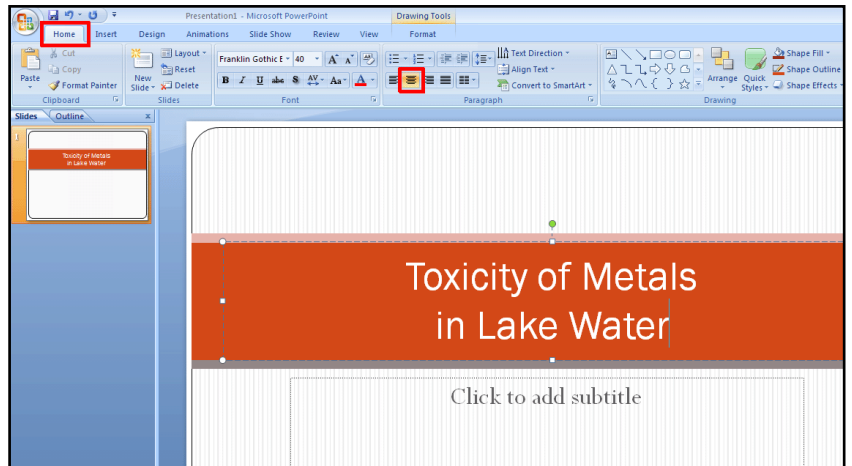


## Centering Text

Type “Toxicity of Metals in Lake Water” as the title.

The title is too long to fit in the text box so I pressed the **Enter** key after typing “Metals” to place “in Lake Water” on a lower line.

The title probably will be centered. If it is not, click on the **Center Text** icon under the **Home** tab

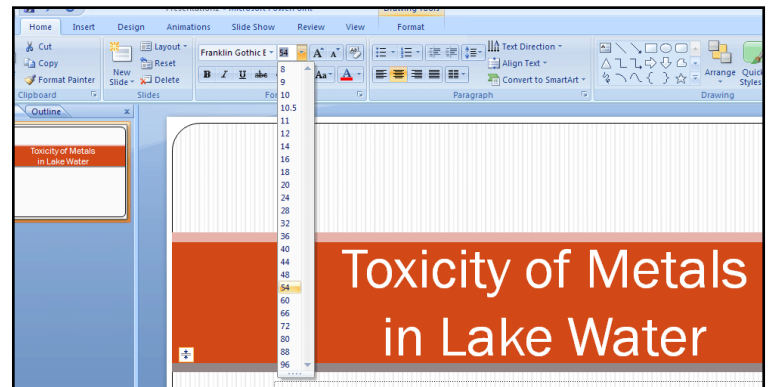


## Changing Font Size

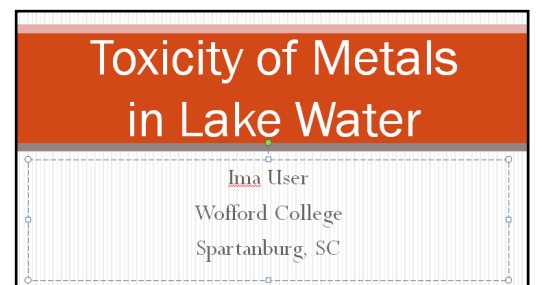
You may want the size of the font on the title to be larger than the default.

Select the title by sweeping the cursor over it with the left mouse button held down. The selected text will be highlighted.

Click on the arrow by the font size window. Choose the font size you desire from the font size menu that drops down. Generally the font size for a title should be large – 48 or 54 point.



Also fill in the subtitle.

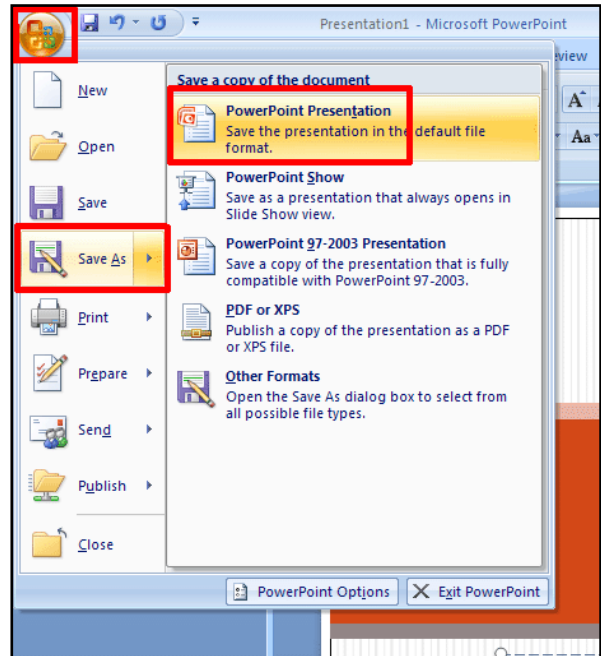


## Saving a File on Your Network Storage

To save a file, click on the **Office** Button in the upper left corner.

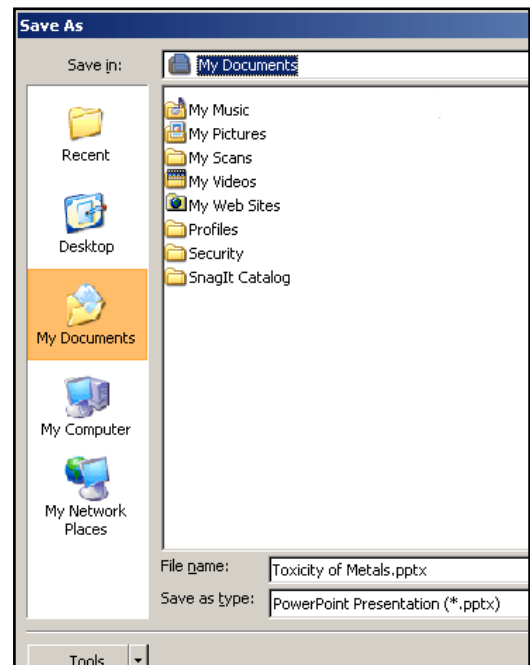
Choose **Save As** and then **PowerPoint Presentation**.

***NOTE:** If you need to save the file in a form that is compatible with older versions of PowerPoint, such as PowerPoint 2003, choose **PowerPoint 97-2003 Presentation** from the menu.*



Save the file in your **My Documents** folder, which resides on our network storage.

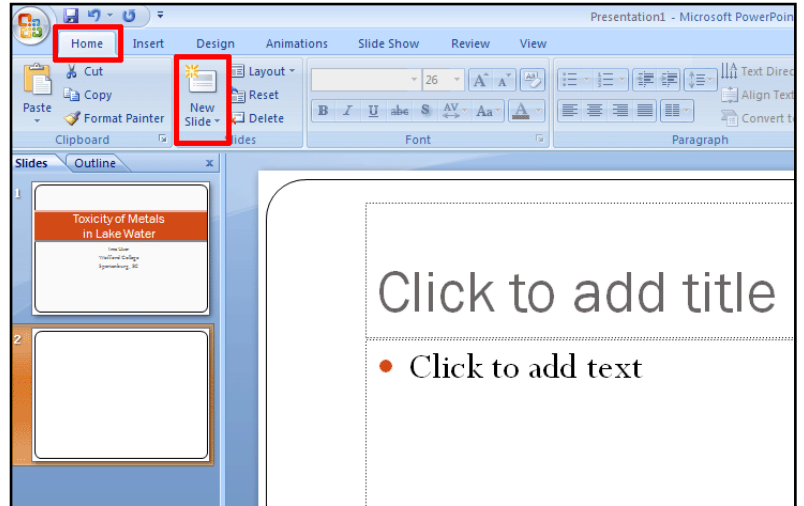
Name the file **“Toxicity of Metals.”**



## Creating a New Slide

Click on the **New Slide** button under the **Home** tab.

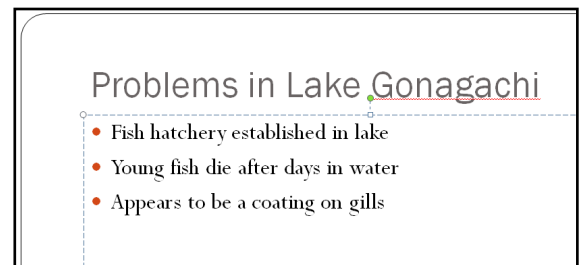
This will create a standard **Title and Content** PowerPoint slide.



## Developing a Text Slide with Bulleted Lines

Type in the title and the bulleted line in the text as shown in the picture at the right.

Press Enter (on the keyboard) after you have typed each bulleted line to open a new bullet below.



## Downloading a Picture File

In an Internet Explorer browser, go to this URL

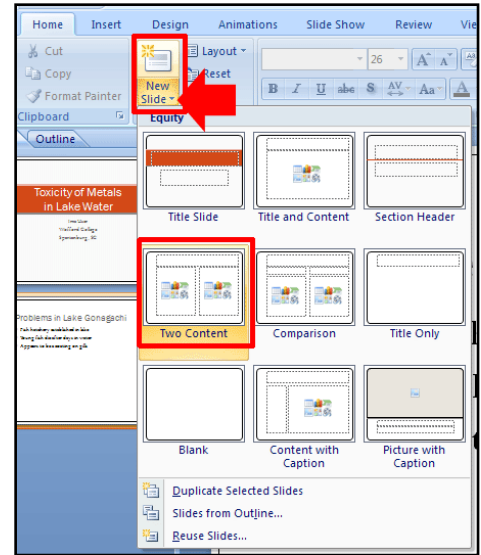
**<http://webs.wofford.edu/whisnantdm/training/PowerPoint/ImagesForLessons>**

Right-click on the link to the image file, **SampleLocations.gif**, and select **Save Target As . . .** from the menu. Save the file on your **H: drive**.

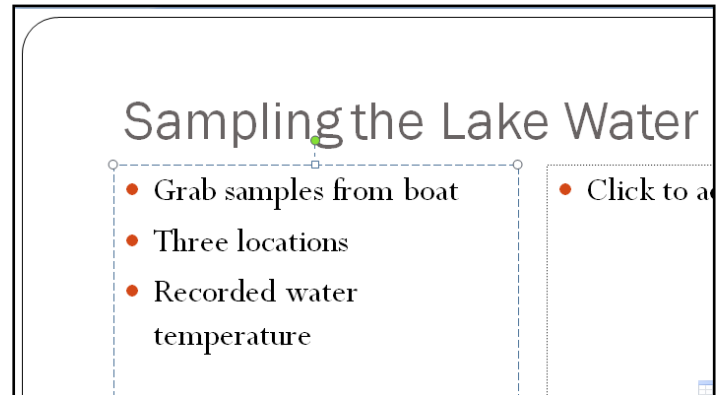
## Adding a Picture along with Bulleted Text

Click on the **More** button in the lower left corner of **New Slide**.

In the menu that appears, select a **Two Content** slide.

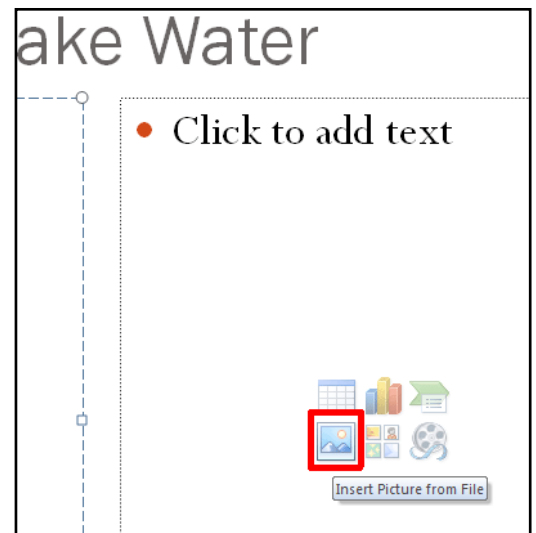


Enter the title and bulleted text shown at the right in the left content box.



In the right content box, click on the **Insert Picture from file** icon.

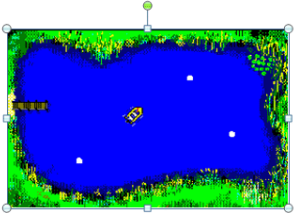
You will be prompted for the file name. Choose **SampleLocations.gif**, which you downloaded on your H: drive.



When you select the file name, the image will be inserted on the page.

## Sampling the Lake Water

- Grab samples from boat
- Three locations
- Recorded water temperature



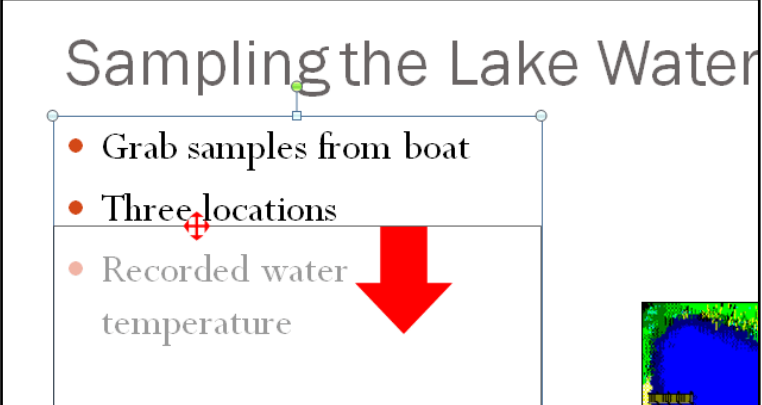
### Positioning Text and Images

We see that the three bulleted lines currently are positioned above the image.

Move the cursor over the upper border of the content box holding the bulleted text. When the cursor is directly over the border, it will look like a cross made of four arrows, as shown in the picture at the right. Grab the text by depressing the left mouse button and drag the content box down.

## Sampling the Lake Water

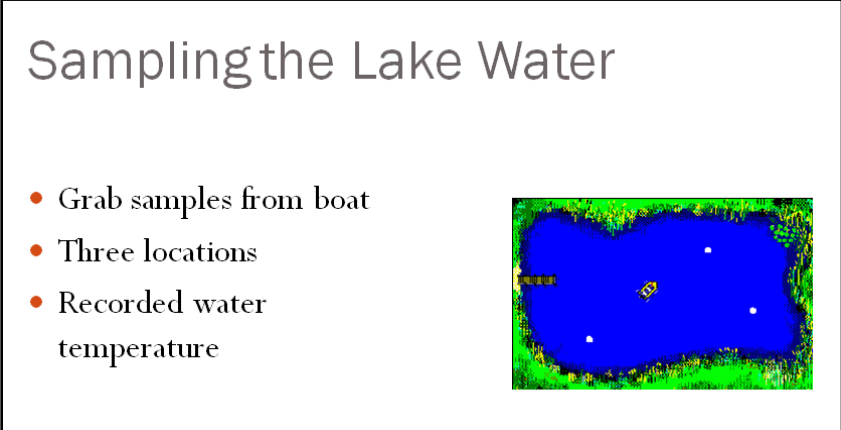
- Grab samples from boat
- Three locations
- Recorded water temperature



Do the same for the picture, dragging it up until the text and the picture coincide.

## Sampling the Lake Water

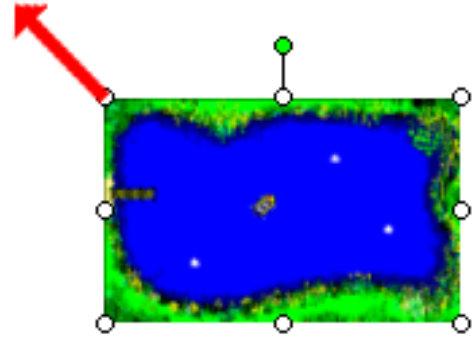
- Grab samples from boat
- Three locations
- Recorded water temperature



## Positioning a Picture

As an aside, you also have the freedom to change the size of an image or rotate it.

To make an image larger, “pull” on a corner with the mouse while holding the left mouse button down.



You can rotate an image by “grabbing” the green circle above the image.

